



## **E Safety Policy**

This policy outlines our purpose in providing e-mail facilities and access to the internet at Bearwood School and explains how school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

### **Internet access in school**

Providing access to the internet in school will raise educational standards and support the professional work of staff.

Teachers and pupils will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and DfE; receive up-to-date information and participate in government initiatives such as NGfL and the Virtual Teacher Centre.

The internet will also be used to enhance the school's management information and business administration systems.

Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) except volunteer helpers such as parents, involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy by letter in the first instance and, thereafter, in our school prospectus. Our school Internet Access Policy will be available for parents and others to read on demand.

### **Ensuring internet access is appropriate and safe**

In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is purchased from the Borough of Poole which provides a service designed for pupils including a "firewall" filtering system (SWGfL) intended to prevent access to material inappropriate for children;
- children using the internet will normally be working in the ICT Room or classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times, there is to be no unsupervised use of the internet on any PC or laptop around the school.
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- Our Rules for Responsible Internet Use will be posted near computer systems.
- The ICT Leader will monitor the effectiveness of internet access strategies, at least termly.
- the ICT Leader will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;
- the head teacher will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DfE.
- Staff will plan and deliver internet safety sessions, outlining the internet rules and how to staff safe whilst on-line.

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor the Borough of Poole can accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Leader and the Child Protection Officer in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident in Pupil Awareness at a Staff Meeting if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;

- If staff or pupils discover unsuitable sites the ICT Leader will be informed. The ICT Leader will report the URL (address) and content to the Internet Service Provider and

the LA; if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Good Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

### **Maintaining the security of the school ICT network**

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The ICT Leader will up-date virus protection regularly, will keep up-to-date with ICT news developments and work with the LA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

### **Using the internet to enhance learning**

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable web sites which they may access;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

- Children have regular timetabled internet safety lessons using 'Think you know' and other appropriate resources.
- Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet. The internet rules will be revisited and shared by all class teachers at the start of each term.

### **Using information from the internet**

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

### **Using e-mail**

Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules;
- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;
- pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present;
- in-coming e-mail to pupils will not be regarded as private;
- children will have the e-mail messages they compose checked by a member of staff before sending them;
- the forwarding of chain letters will not be permitted;

- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours;
- attachments may not be opened unless the recipient is aware of what it contains before opening.

### **Internet access and home/school links**

Parents will be informed in our school prospectus that pupils are provided with supervised internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter and newsletter.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. The ICT Leader is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she, the school nor the LA can be held responsible for the consequences of such advice. Further:

- school guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;
- the ICT Leader will maintain a stock of relevant leaflets from organisations such as SWGfL, PIN, Think you know (web safety website) and NCH Action for Children;
- the ICT Leader will offer demonstrations/practical ICT workshops for parents during the year to inform parents and encourage a partnership approach;
- In the future suitable educational and leisure activities that make responsible use of the internet will be developed with parents.
- It is vital that parents support the school and the safety of the children by ensuring that they do not share or post any photos or picture of other children on the internet. If photos are taken of children during productions, sports days or other school events parents are to ensure that they do not post or share these pictures on the internet.
- Children are not permitted to bring USB or other storage devices into school to ensure that files can not be copied and shared outside of the school.

As noted above, it is not possible to be certain of the originator of an e-mail message, and for this reason the school is unable to accept an e-mail as parental authorisation of a pupil absence.

### **eSafety in the Curriculum**

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful basis. eSafety is embedded within our curriculum and we continually look for new opportunities to promote eSafety.

- Internet skills are an integral part of our long term curriculum map.
- The school provides opportunities within a range of curriculum areas to teach about

- eSafety. E.g. Holly base introduce the importance of checking that information is RELIABLE when researching homes from the past.
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the internet safety, e.g. anti-bullying week.
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modeling and activities
- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline or CEOP report abuse button
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum.

#### **eSafety Skills Development for Staff**

- Details of the ongoing staff training programme can be found on the SWGfL website.
- New staff receive information on the school's acceptable use policy as part of their induction
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community.
- All staff incorporate eSafety activities and awareness within their curriculum areas
- All staff will be made aware of where to get help and advice to support and resolve issues they may face about themselves, such as protecting professional identity and reputation, as well as young people in relation to online safety. [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)

#### **Managing the School eSafety Messages**

- We endeavor to embed eSafety messages across the curriculum
- The eSafety policy will be shared to the pupils at the start of each school year
- eSafety posters will be prominently displayed

#### **Review**

This policy will be kept under constant review. The ICT Leader will advise the Headteacher immediately of any recommendations for change in the light of experience putting the policy into practice, and any changes in technology which may affect access.